

MEETINGS THAT ROCK



Facilitating
Decisions
and
Actions



WELCOME EVERYONE!

What decision making and closure techniques
do you use now in meetings?



Your Playwork



Review your handout.
Take 3 minutes.
What do you notice?
What appeals to you?





OUR CENTRAL QUESTION

What makes for good closure and decision-making on topics throughout meetings?

A yellow rounded rectangle contains the central question text.

THIS WEEK'S COMPETENCY

Produce Effective Results
(adapted from IAF and ToP professional facilitator certification program)

A photograph shows a group of people in a meeting room, some looking at a screen or documents.

WHY ARE WE HERE?

Rational Aims:

- Hear and see the various ways of bringing meetings to closure
- Practice converging technique of brainstorming

Experiential Aims:

- Feel confident to apply a few new techniques
- Committed to never let another meeting go by without some kind of closure



WHAT WILL WE LEARN?

- Decision Making Techniques
- Convergence Demo & Practice
- Review Competencies



TODAY'S AGENDA

- Opening (10')
- Decision Making: From Simple to Complex (15')
- Demo and Practice (55')
- Strategy/Objectives (15')
- Closing (10')



DECISION MAKING TECHNIQUES

From SIMPLE to COMPLEX



- The "D" Level or Blue Hat of dialogue frameworks
- Action chart of accountabilities
- Gradients of agreements
- Multi or dot voting



DECISION MAKING TECHNIQUES

From SIMPLE to COMPLEX



- Decision grid with criteria ranking
- Consensus decision-making
- Strategic and action planning



Your Playwork

ORID REFLECTION:
*Which ones do you already do?
What is easy about decision-making in groups? Challenging?*



Your Playwork

ORID REFLECTION:
*What is surprising?
Why don't we make decisions and come to closure more often in meetings?*



Your Playwork



ORID REFLECTION:
*What happens when we do?
What is one way each of you could do this more consistently?*



DECISION MAKING DEMO

What are all the things we can do to engage participants who are not in the room, e.g. on the phone?



 Our 4 Step Technique:
Narrow Ideas – Criteria – Dot Voting – Action Planning

DECISION MAKING PRACTICE

Bringing closure to activity from workshop 5:

Our Question: What are all the ways we could incorporate creativity in our meetings?



Our technique:  Adapted from Shane Sasnow
Forward Motion



DECISION MAKING PRACTICE

Bringing closure to activity from workshop 5:

Facilitator 1 Role: (5-10')

- Read out first 12 ideas.
- Ask: which ideas could be easily grouped as they are similar in content?
- What 3-5 word phrase captures the essence of grouped ideas?
- Ask: any different ideas you'd like to add?

Our technique:  Adapted from Shane Sasnow
Forward Motion



DECISION MAKING PRACTICE

Bringing closure to activity from workshop 5:

Facilitator 2 Role: (5')

- Read out the next 12 ideas.
- Ask: which ideas could be easily grouped as they are similar in content?
- What 3-5 word phrase captures the essence of grouped ideas?
- Ask: any different ideas you'd like to add?
- Aim for about 15-20 total grouped ideas.

Our technique:  Adapted from Shane Sasnow
Forward Motion



DECISION MAKING PRACTICE

Facilitator 3 Role: (10')

- Ask the group: what criteria will you use to rank these ideas? (e.g., easy to implement).
- Do a round robin. Each person offers one criteria.
- Jot criteria in note pod called "worksheet"
- Copy final list of ideas from "brainstorming" notepad onto whiteboard using text tool.
- Ask each person to indicate his/her top 5 ideas.
(using a colored checkmark ✓)

 Our technique:  Adapted from Shane Sasnow
Forward Motion

DECISION MAKING PRACTICE

Bringing closure to activity from workshop 5:

Facilitator 4 Role: (10')

- Ask the group: what do you observe in the placement of dots?
- What is surprising?
- What does this suggest in terms of changing your meetings?
- Do a round robin: What is your commitment about which techniques to try in future meetings?

 Our technique:  Adapted from Shane Sasnow
Forward Motion

DECISION MAKING PRACTICE

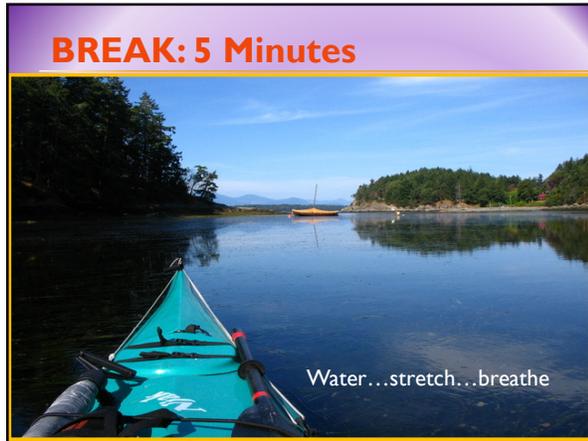
Bringing closure to activity from workshop 5:

Facilitator 5 Role: (5' – if time)

Provide words of appreciation for each facilitator



Our technique: 







DECISION MAKING TECHNIQUES



Strategic and action planning

Example Goal: Increase safety for DV victims and children.



Refer to pages 28-29 of your handout.

DECISION MAKING TECHNIQUES



Strategic and action planning

Example Objective 1:
Provide a 24/7 live Crisis Intervention Response

Example Objective 2:
Provide a 24/7 live DV Prevention Response

Example Objective 3:
Provide a 24/7 Emergency Shelter Coordination Response



Refer to pages 28-29 of your handout.

Your Playwork



Action Plan Steps:
List 3 steps that are needed to implement one of the objectives.





REVIEW OF COMPETENCIES		
MTR: Meetings That Rock	IAF: International Association of Facilitators (CPF)	ToP: Technology of Participation (CTF)
Create a Participatory Environment	Create Collaborative Client Relationships Model Positive Professional Attitude	Manage Positive Client Relationships Model Positive Professional Attitude
Design Meetings to Meet Client Needs	Plan Appropriate Group Processes	Orchestrate Quality Events
Lead Productive Discussions	Create and Sustain a Participatory Environment	Create a Participatory Environment
Facilitate Consensus and Use Consensus Methods Effectively	Build and Maintain Professional Knowledge	Use ToP Methods Effectively
Evoke Group Creativity	Evoke Group Creativity As part of Create and Sustain a Participatory Environment	Evoke the Creativity of the Group
Produce Effective Results	Guide Group to Appropriate and Useful Outcomes	Produce Effective Results

FINAL REFLECTION

FOR THE ENTIRE COURSE:
 What did we cover?
 Most memorable?
 Most important to you?
 Your blue hat summary for what this course was for you.

REMINDERS:
 Coaching calls, additional resources, etc.

